

Office of Highway Safety and Justice Programs

FY 2019

Criminal Justice/Juvenile Justice
Grant Solicitation Workshop

Table of Contents

- General Information (Slides 3-4)
- Juvenile Justice Program Information (Slides 5-11)
- Criminal Justice Information (Slides 12-42)
- Financial Requirements (Slides 43-55)
- SCDPS Grants (Slides 56-69)

South Carolina Department of Public Safety Criminal Justice (CJ) and Juvenile Justice (JJ) Programs

CONTACT LIST

For your convenience, visit our website at: https://scdps.sc.gov/

JRWesterhold@scdps.gov

803-896-9970

Criminal Justice/Juvenile Justice

John R. Westerhold

Post Office Box 1993 Blythewood, SC 29016 Fax # 803-896-8714

	Director		
*	Joi Brunson Program Manager	JoiBrunson@scdps.gov	803-896-8705
*	Kayla Boston Administrative Assistant	KaylaBoston@scdps.gov	803-896-8707
*	Amy Kingston JAG Program Coordinator	AmyKingston@scdps.gov	803-896-4742
*	Jadai Bergolla JAG Program Coordinator	JadaiBergolla@scdps.gov	803-896-8708
*	Aloysius Anderson JJ Program Coordinator	AloysiusAnderson@scdps.gov	803-896-8711
Accounting-Grants Post Office Box 1993 Blythewood, SC 29016 Fax # 803-896-5201			
	Robyn Conyers Grants Accounting Manager	RobynConvers@scdps.gov	803-896-9355
**	Penny Baskin Senior Accountant	PennyBaskin@scdps.gov	803-896-8412
**	Philencia Dove Fiscal Technician	PhilenciaDove@scdps.gov	803-896-8414

Programmatic Questions

** Financial Questions

Workshop Materials

Available for Download from the OHSJP Website

Criminal Justice Programs-Justice Assistance Grants https://scdps.sc.gov/ohsjp/cjgp/jag

JAG Application Guidelines and Procedures

Application Instructions

Suggestions for JAG Program Narrative

Sample JAG Application

Sources for national, state, and local data

Helpful Website Links

Application Tools

- Automated Fingerprint Identification System (AFIS)
- Child/Elder Abuse Investigator
- Domestic Violence Investigator
- Equipment Grant
- Forensic/Crime Scene Investigator
- Gang Investigator
- LiveScan
- Multijurisdictional Task Force
- Records Management System
- School Resource Officer
- Specialized Prosecution

Criminal Justice Programs-Project Safe Neighborhoods

https://scdps.sc.gov/ohsjp/cj-grants/safe-neighborhoods

*Please continue checking website for further updates

Juvenile Justice Programs https://scdps.sc.gov/ohsjp/jjgp

Formula Grant Program Request for Proposal (RFP), application

Application Instructions

Pass-Through Waiver Request Comment Form

Governor's Juvenile Justice Advisory Council (GJJAC) 2018 Annual Report

GJJAC Disproportionate Minority Contact brochure

Disproportionate Minority Contact Statistics by County

Juvenile Justice Model Detention Alternatives Programs

Juvenile Justice Title II Formula Grant Program



- Juvenile Justice & Delinquency Prevention Act (JJDPA)
- Federal funding for delinquency prevention and improvements in state and local juvenile justice programs and practices
- Established in 1974 and most recently reauthorized in 2018

Juvenile Justice Title II Formula Grant Program

- 100% Federal funding, no match requirement.
- Funds programs up to 3 years based on annual evaluation. Must reapply each year.
- Projects should address one of the 3 priority areas to be considered for funding.
- No equipment-only grants will be awarded
- Eligible applicants State agencies, local units of government (town, city, county) & private non-profits.

Juvenile Justice Title II Formula Eligible Program Areas

- Deinstitutionalization of Status Offenders (DSO)
- Alternatives to Detention
- Disproportionate Minority
 Contact (DMC)



Deinstitutionalization of Status Offenders (DSO)



Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and non-offenders in secure facilities.

As part of the Safety Opportunity and Success Project, Coalition for Juvenile Justice has created the National Standards for the Care of Youth Charged with Status Offenses.

www.juvjustice.org/sos

Alternatives to Detention

Alternative services provided to a juvenile offender in the community as an alternative to confinement.

Goals:

- To reduce the average daily population
- To reduce the average length of stay
- To reduce the number of youth who reoffend

*Include letters of support from DJJ, local law enforcement, and court officials.

OJJDP Model Programs Guide:

Disproportionate Minority Contact

Programs, research, or other initiatives primarily to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system.

OJJDP: www.ojjdp.gov/dmc

&

CJJ: www.juvjustice.org/our-work/safetyopportunity-and-success-project/issueareas/dmc

FORMULA IMPORTANT DATES

 SCDPS Grants New User Registration Deadline

Friday April 5, 2019 5:00 p.m.

- Formula applications due
 Friday, April 19, 2019 5:00 p.m.
- Grant announcements mailed-September/October 2019
- Grant period
 Oct. 1, 2019–Sept. 30, 2020

Criminal Justice

Competitive Grant Programs

- Special Solicitation Paul Coverdell Forensic Science Improvement
- New Project Safe Neighborhoods (PSN)
- Justice Assistance Grant (JAG) Program

Paul Coverdell Forensic Science Improvement Opioid-Related Special Solicitation-FY2018 Cycle

- Eligible applicants include state and local units of government.
 - Only forensic laboratories already accredited in the discipline for which funds are requested will be considered for funding. This requirement does not apply to Medical Examiner's and Coroner's Offices.
- Funds may be used to improve the quality and timeliness of forensic science and medical examiner's/coroner's office services for opioid-related projects (projects limited to equipment/supplies, overtime, and training occurring within the grant period).
- Labs will be provided the Application Guidelines and Procedures document in the coming weeks, which will include all deadlines and requirements.
- Six-Month Grant period: June 1, 2019 December 31, 2019

Project Safe Neighborhoods (PSN) U.S. Attorney's Office-District of South Carolina



- Designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms.
- Eligible applicants include state agencies, local units of government, and non-profit agencies.
- The Request for Proposals document should be released by early Spring, which will include all deadlines and requirements.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program



Purpose:

To assist states and local units of government in improving the function of the criminal justice system.



Award to the State
Administrative
Agency (SCDPS) to
be subawarded to
eligible applicants
through a
competitive
application process

Award to Local units of government directly from the Bureau of Justice Assistance (BJA).

Allocation based upon crime and population data.

JAG Program

- Program is 90% federal funding and 10% non-federal (must be line item cash match).
- Eligible applicants State agencies, local units of government (town, city, county) & private non-profits.
- Funds up to 3 years based on an annual evaluation. Must reapply each year.
- There are now 8 authorized program areas.

JAG Authorized Program Areas

- 1) Law Enforcement Programs
- 2) Prosecution and Court Programs
- Prevention and Education Programs
- 4) Corrections and Community Corrections Programs
- 5) Drug Treatment and Enforcement Programs
- 6) Planning, Evaluation, and Technology Improvement Programs
- 7) Crime victim and Witness Programs (other than compensation)
- 8) Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

JAG Priorities

(in alphabetical order)

- Child/Elder Abuse
- Court System Efficiency
- Criminal Justice Information Systems
- Domestic Violence
- Drug and Violent Crime Enforcement
- Law Enforcement Equipment
- State and Local Forensic Laboratories

Child/Elder Abuse Programs

- Child/Elder Abuse Investigators
- Child/Elder Abuse Prosecutors





Court System Efficiency

Specialized Prosecutors



Improving Court Technology



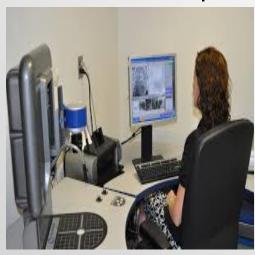
Improving Security



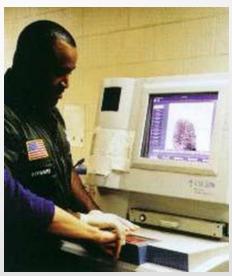


Criminal Justice Information Systems

- Automated Fingerprint Identification Systems (AFIS)
- LiveScan Devices
- Records Improvement Systems

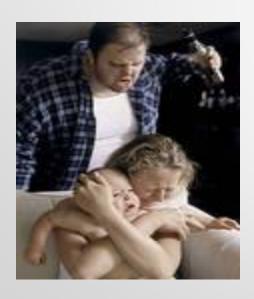






Domestic Violence

- Domestic Violence Investigators
- Domestic Violence Prosecutors







Drug and Violent Crime Enforcement

Crime Scene/Forensic Investigators



Meth Enforcement



Opioid Enforcement



School Resource Officers



Multijurisdictional Task Forces



Law Enforcement Equipment











State and Local Forensic *Laboratories











*Labs need not be accredited to apply for JAG funds.

Completing Your Application



JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

FY 2019
Application Guidelines
and Procedures

Allowable Expenses

- Additional Personnel
 - See all non-supplanting provisions in Grant Terms and Conditions.
 - > JAG-funded personnel must dedicate 100% of their time to grant activities.
- Training as a component of an overall program
- Equipment/supplies related to an authorized program area

All expenditures must be related to the implementation of an actual program, which must be defined in the Program Narrative sections of the application.

Unallowable Expenses

- Security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.
- Vehicles (*excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- Luxury items
- Real estate
- Construction projects

* JAG funds may purchase police cruisers (marked or unmarked), which are defined as vehicles used in the ordinary course for performing routine patrolling duties. A police cruiser could include sedans, SUVs, motorcycles, segways, etc. The purchase of any other police vehicle (e.g., pick-up trucks, passenger vans, command centers, etc.) is unallowable.

Unallowable Expenses

- Any expenditures that are not part of an approved program or project
- Grant funds may not be used to supplant existing state or local funds. Funds <u>cannot</u> be obligated prior to the grant award <u>and</u> written approval from the OHSJP.
- "Buy Money"
- Ammunition, association fees, vehicle insurance and maintenance

Application Tools



Used as a tool for completing the programmatic fields of the most common types of JAG applications

- Problem Statement
- Project Purpose
- Project Objectives
- Performance Indicators



Problem Statement

- Identify and clearly define the problem
- Discuss the extent of the problem based upon facts, statistics, and needs assessment
- Include the most current data available, specific to the area served

Problem Statement



- Explain the existing efforts and current resources your agency is using to deal with the problem and why they are insufficient
- Has your agency requested funding from your municipal/county government? If so, what were the results?

Project Purpose

The Project Purpose states the <u>broad</u> goals of the project and a <u>specific</u> plan that will be followed.

- 1) The Goals state the purpose of the grant project in general terms.
- 2) The Plan discusses what activities will be done to achieve the goals and address the problem. Include all duties and responsibilities, such as hiring grant-funded personnel, purchasing equipment, the training plan, and the tasks that will be undertaken.

Objectives

- Specific, quantified statements of the expected results of your project
- Must be realistic and measurable

Examples:

- 1. Increase the domestic violence investigator's knowledge and skills in conducting domestic violence-related investigations.
- 2. Decrease the number of cases dismissed through enhanced case preparation, availability, and knowledge.
- 3. Expand coordination and cooperation among agencies responsible for providing services to victims of domestic violence.

Performance Indicators

Tells the reader exactly <u>how</u> each corresponding objective will be measured

Examples:

- 1. The investigator will attend training seminars and records will be maintained.
- 2. Statistical data will be maintained on disposition of cases and compared to data compiled from previous years to determine if fewer cases are being dismissed.
- 3. The investigator will meet at least on a quarterly basis with local agencies responsible for services for domestic violence victims. A protocol will be developed that will be used to investigate domestic violence in the community and reduce trauma to the victim(s). Minutes of the meetings will be maintained by the investigator.

Things to keep in mind

- Review the Application Guidelines and Procedures document <u>before</u> beginning an application
- Letters of support and equipment quotes can be uploaded as attachments to an application
- Contact a Program Coordinator if you are unsure if a project or requested item is allowable under JAG. Applicants are encouraged to take advantage of technical assistance.
- Do not wait until the last minute
- Do <u>NOT</u> leave fields blank or incomplete

Application Review Criteria

- Design quality of proposal
- Areas of greatest need
- Previous grant performance
- Effective use of resources
- Requested grant amounts

Frequently Asked Questions

- How many grants can I apply for?
 - There is no maximum, but applicants are encouraged to indicate the priority of their applications
- What is SCDPS' expected JAG award amount?
 - > 3.2 Million
- How much funding can I apply for?
 - There is no maximum, but request must be reasonable based upon your project

Frequently Asked Questions (Cont'd)

- How many years can I receive funding?
 - Maximum of 3 years for personnel grants, but applicants must reapply for each of those years
- What do I do if I have questions about the grant application I am writing?
 - Contact a member of our staff for technical assistance and they will gladly provide feedback and help resolve any issues
- What happens after I submit the application?
 - The application status will change to "Submitted" and will no longer be available for editing

Post-Award Requirements

- Special Conditions and Grant Award documents
 - New! Certifications relating to 8 U.S.C. § 1373 and certain other federal statutes related to immigration
 - New! Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)
- Semi-Annual Progress Reports
- Quarterly Fiscal Reports and Requests for Payment
- Quarterly Federal Progress Reporting

JAG IMPORTANT DATES

 SCDPS Grants New User Registration Deadline

```
Friday, March 1, 2019 5:00 p.m.
```

- JAG Applications due
 Friday, March 15, 2019 5:00 p.m.
- Grant announcements mailed-September/October 2019
- Grant Period –
 Oct. 1, 2019 Sept. 30, 2020



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

OFFICE OF FINANCIAL SERVICES

Terms & Conditions

Responsible for all Terms and Conditions of the grant, so please read before submitting.

Grant Budget Preparation

Items to be included for the following categories:

Personnel Check with your HR person for updated salary and

fringes

Contractual List each contract separately

Travel Vehicle mileage, per diem and lodging

Equipment Individual items \$1,000 and over

Other Items under \$1,000

Review of Matching Requirement and Rules

- Funds from States or local units of government that have a binding commitment for grant programs or project.
- Funds contributed from private sources.
- Program income and the related interest earned on that program income generated from projects, with prior approval.

Travel

Travel costs must be consistent with your agency's policies and procedures.

Per Diem

Follow your policy, up to State limits.

	In State	Out of State		
Breakfast	\$6	\$7		
Lunch	\$7	\$9		
Dinner	\$12	<u>\$16</u>		
Per Day	\$25	\$32		
Limit				

Mileage

- Follow your policy, up to State limits.
- The state follows federal policy
- Complete travel support document for reimbursement

Rate currently approved by the Comptroller General is: \$0.58 per mile (1/1/2019)

Lodging

- Follow your policy, up to State limits.
- The state follows GSA rates.
- •Verify lodging rates on the GSA website at http://www.gsa.gov at the time of grant budget preparation.
- •Note rates vary by location. If your location is not listed, the default rate is \$93 per person, per night.
- Travel related to training or conferences.
- Exception: Registration goes in "Other" category.

Procurement

Visit the MMO website for estimates of budget items at:

http://www.procurement.sc.gov

Grant Budget Preparation: Equipment Category

- Includes any individual item \$1,000 or over
- Vehicle "packages" include accessories
- Computer "packages" include printer/acc.
- Exception: Software

Grant Budget Preparation: Other Category

Items to be included in this category:

- a. Office Supplies and Materials
- **b**. Utilities
- c. Maintenance
- d. Printing Cost
- e. Advertising
- f. Lease Agreements
- g. Indirect Cost

- h. Office Rent
- i. Telephone
- j. Software
- k. Registration Fees

No Miscellaneous Allowed

Grant Budget Preparation: Notes on Budget Narrative

The Budget Narrative should be used to explain why the items listed in the budget are needed.

Show each budget category, and provide detailed explanations for each line item.

Do not provide dollar amounts in the narrative.

Pay special attention to unusual items, or salary increases from year to year. Provide additional details.

Grant Budget Preparation: Certification Tabs

- Project Director Implementing Agency/Department Head or person involved in the daily operations of the project.
- Financial Officer City or County Finance Director or state agency Chief Financial Officer
- Official Authorized to Sign Mayor, City or County Administrator or state agency director

Please note: These must be three separate individuals.



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

SCDPS Grants

https://www.scdpsgrants.com/



SCDPS Grants is the OHSJP's customized version of SLED's Homeland Security Grants Management System known as "SPARS" (State Preparedness Assessment and Reporting Service)

For technical assistance with the program, please contact the K2Share Support Services Center:

Phone: 877-612-4357

Hours of Operation: M-F 8 a.m. – 8 p.m. Eastern

Email: help@k2share.com

BROWSER REQUIREMENTS

Windows

This site requires Microsoft Internet Explorer 5.5 or higher, Mozilla Firefox 1.0 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). Using older browsers, noncompatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

Macintosh

This site requires Microsoft Internet Explorer 5.5 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). At this time, Netscape browsers are not supported. Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

If you are accessing this site through a firewall or proxy, check with your Network Administrator to determine if cookies are permitted.

How do I determine which browser I am using?

Windows

From your browser, go to the Help menu and choose "About...." A screen will appear showing which browser and version you are using.

Macintosh

From your browser, go to the Apple menu. Choose either "About Netscape" or "About Internet Explorer." A screen will appear showing which version you are using.

How do I upgrade to another browser?

Internet Explorer

Go to <u>Microsoft Internet Explorer Download</u>. Instructions provided there will help you with download and installation.

Mozilla Firefox

Go to <u>Firefox Download</u>. Instructions provided there will help you with download and installation.

Please note: The system will not be fully functional if using Safari

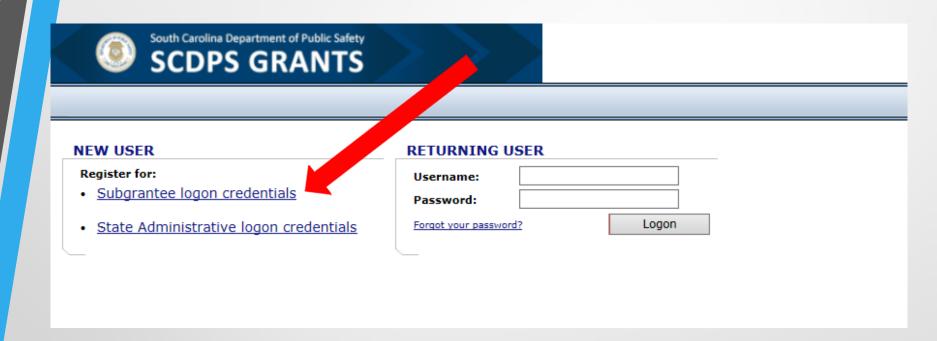


In order to create, edit, and submit an application, new users must submit a registration request via *SCDPS Grants*.

New User Registration Deadline: JAG Friday, March 1, 2019 5:00 p.m.

New User Registration Deadline: Formula Friday, April 5, 2019 5:00 p.m.

SCDPS Grants New User Registration



Multiple users can be associated with a Subgrantee/Agency account, each with their own unique credentials.



STEP 1: REGISTRATION INFORMATION Please enter the required information in the fields provided. When you are finished, click the **Continue to Step 2>>** button to proceed. Title: Sheriff First Name: Charles Last Name: Chaplin Golden Age Sheriff's Office Agency: 1000 Hollywood Lane Address: SC V 29631 City/State/Zip: Clemson Phone: 8645448888 8645448889 Fax: cchaplin@goldenage.net E-mail: **Cancel Registration** Continue to Step 2 >>



STEP 2: SUBGRANTEE SELECTION FOR CHARLES CHAPLIN

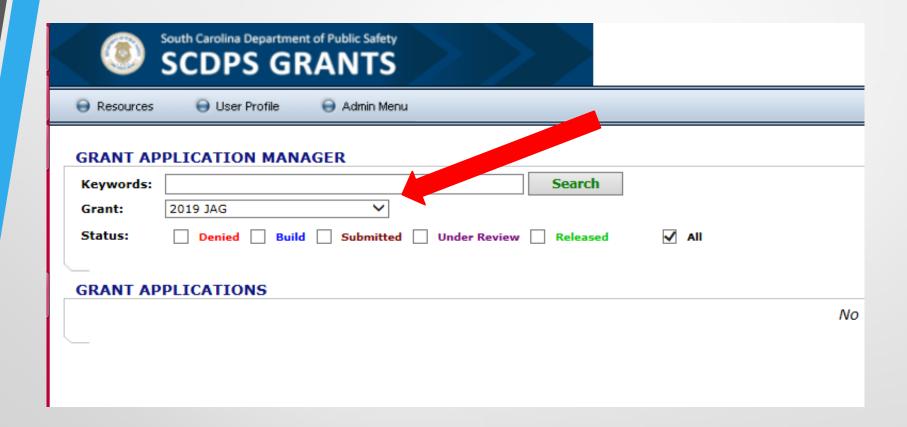
Select the subgrantees to which you want access. Note: Up to 100 subgrantees are listed in the Subgrantees box. Use the Search function to limit the number of subgrantees displayed. Search: Search SUBGRANTEES SELECTED SUBGRANTEE 11th Circuit Solicitor's Office Abbeville County Abbeville County Sheriff Office Aiken Department of Public Safety Allendale County Sheriff Office Allendale Police Department Anderson Police Department Anderson/Oconee Regional Forensics Laboratory Barnwell County Sheriff's Office Batesburg-Leesville Police Department Berkeley County Bluffton Police Department Central Police Department Charleston County Coroner's Office Use the arrow buttons to select one or more Create new Subgrantee subgrantee agencies to associate your account << Return to Step 1 Continue to Step 3 >> with. Confirm that your agency is not listed before creating a new Subgrantee account to avoid duplications.

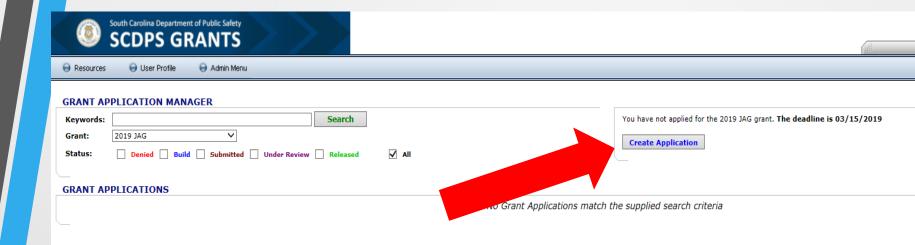
STEP 3: LOGON CREDENTIALS FOR CHARLES CHAPLIN Please select a username and password to access the system. The username must be at least 5 characters in length. All passwords must adhere to the following Department of Homeland Security (DHS) rules: Must be at least 6 characters in length Always indicate the grant Must contain at least one upper case character Must contain at least one lower case character programs for which you are Must contain at least one numeric character Must contain at least one special character from '_#!@%&*\$' responsible in this box (e.g. JAG, Username: >> CChaplin Formula, Highway Safety, etc.) >> Confirm: Password: Security Prompt: >> Answer: Please provide a reason for your request to access this system. Reason: << Return to Step 2 **Complete Registration**

Registration Completed

Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

SCDPS Grants: How to Apply





Your created grant applications will appear in a list in the Grant Applications section in a "Build" status. Click the Edit button to begin working on your application.



GRANT APPLICATION Overview **Project Details Agency Details** Budget **Budget Narrative Program Narrative** Program Narrative - Counts Implementation Schedule Acceptance of Audit Requirements Terms & Conditions Certification by Project Director Certification by Financial Officer Certification by Official Authorized to Sign Documents

STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Highway Safety and Justice Programs Justice Assistance Grant Program

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant (JAG) Program for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders.

Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control.

pplication Deadline:	
Application #:	T17132
Grant #:	
Award Date:	

Save often, you may log out/in to your saved application and work on it periodically prior to submission.

ACTIONS

Cancel

Save Save your application progress across all tabs

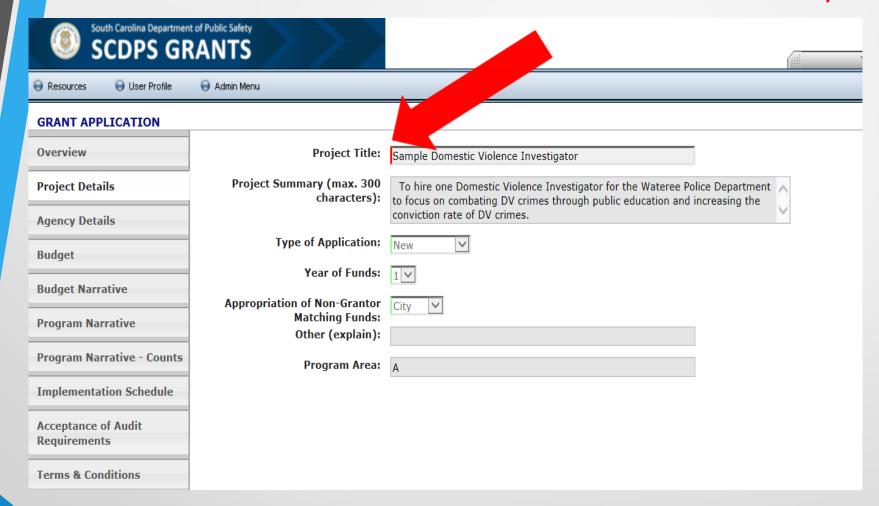
Submit Submit your application to the State for review

Submit your application to the State for review. This will lock your application and you will no longer be able to make changes.

Print Export your application as a PDF for saving/printing.

Cancel and return to the Grant Application Manager

Click through each tab to complete each field. Fields with a red bar are mandatory.



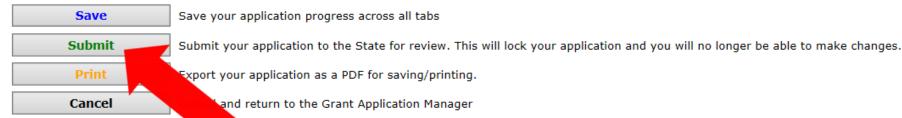
The Overview and Terms & Conditions tabs are for informational purposes only and do not require an entry. You may upload attachments to the Documents tab.



Thoroughly review all information in each tab before clicking on the submit button.

You will not be able to make further edits once the application is submitted.

ACTIONS



Upon submission your application will change to a "Submitted" status and will only be available for viewing and printing.

<u>Grant Number</u>	Status	Grantor	Match	Total	
	Submitted	\$113,101.00	\$12,567.00	\$125,668.00	[<u>view</u>]
	Submitted	\$103,865.00	\$11,541.00	\$115,404.00	[<u>view</u>]

